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INSTRUCTIONS FOR CONTRIBUTORS

Scope

ALISO, A JOURNAL OF TAXONOMIC AND EVOLUTIONARY BOTANY, is devoted to the publication of original papers dealing with plants or fungi, especially works pertaining to taxonomy and evolution.

Submission of Manuscripts

Manuscripts should not be submitted if they are being considered by another journal. Manuscripts must be submitted in triplicate on 8.5 × 11 in. (21.9 × 28.3 cm) paper, including all tables and illustrations. Do not send originals of the illustrations until manuscript has been accepted. Good photocopies or duplicates of the originals must be provided for review.

The manuscript must be typed double-spaced throughout in 10- or 12-pitch. Do not use proportional spacing or justified margin. All pages should be numbered consecutively and, beginning with page 2, identified with the author(s) name(s) and page number in the upper right corner. All margins should be at least 1 in. (2.5 cm) wide. Authors are encouraged to use paper with line numbers for copies submitted for review.

After the manuscript has been accepted, two hard copies with line numbers removed and the manuscript on a personal computer disk will be required. Information regarding the latter will be sent with acceptance. Also at this time original authorization from the publisher and/or author if the manuscript includes previously copyrighted material (e.g., illustrations, tables, etc.) will be required.

Manuscripts submitted for consideration must be accompanied by a completed copy of the *Checklist for Preparation of Manuscripts and Illustrations* to the Editor-in-Chief.

Processing of Manuscripts

Manuscripts judged suitable for possible publication in ALISO will be reviewed by at least two reviewers. Authors may suggest names of reviewers for their papers. In the event of conflicting reviews, additional reviews may be sought. Final authority for accepting or rejecting a paper will rest with the Editor-in-Chief in consultation with the Editorial Board.

The Editor, in consultation with the Editorial Board, reserves the right to determine if manuscripts are acceptable for review.

Preparation of Manuscripts

Language.—Papers must be in English and should conform to American English spellings and word usage. If in doubt, consult the latest edition of *Webster's*

New International Dictionary or *Webster's New World Dictionary*.

Terminology, symbols, abbreviations, etc.—Unless otherwise indicated herein, authors should use *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, Ed. 6, Cambridge Univ. Press, New York, N. Y., 1994) as a guide for all matters regarding abbreviations, symbols, and terms unique to a given area of botanical study. Do not abbreviate the first word of a sentence. It is advisable to peruse the format of the latest issue of ALISO before preparing your manuscript.

Scientific names.—Names of genera and lower taxa should be in italics or underlined to indicate italics and should include authors *only* when *first* used, or if listed in a table. Abbreviations must be according to *Authors of Plant Names* (Brummitt, R. K., and C. E. Powell [eds.], Royal Botanic Gardens, Kew, 1992). Use "&" or "et" between names of two or more authors. Generic names need to be spelled out when first used; afterwards they may be abbreviated unless they begin a sentence or there is ambiguity.

Names and descriptions of new taxa must conform to the rules and recommendations of the latest edition of the *International Code of Botanical Nomenclature*. Names of new taxa should be placed flush with the left margin (not in italics or underlined; these will appear in boldface), followed by the author(s) and status (e.g., gen. nov., sp. nov., comb. et stat. nov., etc.). Authors will be responsible for the accuracy of the Latin diagnoses provided for new taxa.

Citation of voucher specimens.—Authors should cite voucher specimens for the material examined in their studies, including 1) locality of collection; 2) date of collection; 3) name of collector(s) and collection number (in italics); and 4) acronym of the herbarium(a) where the voucher(s) is/are deposited. Herbarium designations should be in accordance with *Index Herbariorum*, 8th ed. (*Regnum Veg.*, Vol. 120, 1990). If the study is not supported by vouchers, this should be clearly stated in the manuscript.

Footnotes.—Except when needed on page 1, avoid footnotes.

Organization of Manuscripts

Please follow the guidelines offered in the *CBE Manual* (Ed. 6) for form, style, and illustration. When in doubt, consult the most recent issue of ALISO. The manuscript should be organized as follows:

Title page.—This is page 1 and includes:

1. Title that is concise but informative and contains

several key words of value in information retrieval, in capitals and centered (omit authors of taxa; do not abbreviate).

2. Author name(s) in full, in capitals and centered.
3. Full name(s), centered, of the department(s) and institution(s), address(es), and postal code(s) where the work was carried out, all in italics or underlined. Do not abbreviate names of states or foreign countries. Do not include "USA" for addresses in the United States of America. Unless otherwise indicated (see item 4 following), the Editor will assume that the person submitting the paper is responsible for handling proof and all correspondence. Separate names and addresses of joint authors who are from different institutions.
4. Running title head of no more than 25–35 characters.
5. Footnotes may be used on page 1 to give the current address of an author if different from the institution where the work was done, or to list an author to whom reprint requests and correspondence should be addressed, etc.

Abstract page.—This is page 2 and includes:

1. An abstract of 250 words or less that presents a concise account of the 1) objectives of the investigation, 2) methods employed, 3) results obtained, and 4) conclusions. Omit names of authors of taxa.
2. An alphabetical list of five to ten key words that are meaningful in a general index. Use only nouns and include significant words that appear in the title.

Text.—This starts on page 3; organize under centered and capitalized main headings arranged in the following order: INTRODUCTION; MATERIALS AND METHODS; RESULTS (or RESULTS AND DISCUSSION); DISCUSSION; ACKNOWLEDGMENTS; LITERATURE CITED.

Subheadings.—Subheadings of several levels, if needed as an aid in organizing the text, should have the following form:

Caps and Lower Case

Primary subheading: flushed left, stands alone; italics (or underlined); first letter of all major words capitalized.

Cap and lower case.—Secondary subheading: text run in; flushed left; italics (or underlined); space above; ends with a period and em dash; only first letter of first word capitalized.

Cap and lower case.—Tertiary subheading: text run in; paragraph indent; italics (or underlined);

space above; ends with a period and em dash; only first letter of first word capitalized.

Cap and lower case: Alternative for tertiary subheading (with space above) or is quaternary subheading (with no space above): text run in; paragraph indent; italics (or underlined); ends with a colon; only first letter of first word capitalized.

Literature cited.—Begin this section on a new page following the acknowledgments. Arrange references alphabetically and chronologically. Use a long dash for repeated author(s) name(s). Personal communications, unpublished data, or manuscripts in preparation must not be included in the Literature Cited, but, if appropriate, included parenthetically in the text. Papers formally accepted for publication may be included as "in press"; give year (if known), journal name, and volume number (if known).

For journals, insofar as possible, use the style and abbreviations recommended in *Botanico-Periodicum-Huntianum* (B-P-H) (Hunt Botanical Library, Pittsburgh, PA, 1968) and *Botanico-Periodicum-Huntianum/Supplementum* (B-P-H/S) (Hunt Institute for Botanical Documentation, Carnegie Mellon University, Pittsburgh, PA, 1991). Examples of approved citations are:

Journal articles:

- CARLQUIST, S. 1962. A theory of paedomorphosis in dicotyledonous woods. *Phytomorphology* 12: 30–45.
- , AND L. DEBUHR. 1977. Wood anatomy of Penaeaceae (Myrtales); comparative, phylogenetic, and ecological implications. *J. Linn. Soc. Bot.* 75: 211–227.

Books:

- MUNZ, P. A. 1974. A flora of southern California. Univ. of Calif. Press, Berkeley, California. 1086 p.

Articles in books:

- HAINES, T. L. 1977. California chaparral, pp. 417–469. In M. G. Barbour and J. Major [eds.], *Terrestrial vegetation of California*. John Wiley and Sons, New York.

Bulletins, etc.:

- BLACKWELDER, R. E. 1952. The generic names of the beetle family Staphylinidae. *U. S. Natl. Mus. Bull.* 200. U.S. Gov. Print. Off., Washington, D. C. 483 p.

Reconcile all citations in the text, tables, and figures with the Literature Cited, and vice versa, to eliminate inconsistencies, errors, or omissions.

Tables.—Tables should be numbered in the order cited in the text and prepared on separate sheets of paper. Place them in the manuscript following the Literature Cited. Tables should not be used for data presented adequately in the text. Each table must have a descriptive title, written in paragraph form, and may include an explanatory caption or footnote. Align numerical

items in vertical columns below concise headings describing the data in each column. Numbers less than 1 should have a zero placed before the decimal point. Indicate zero values with a "0." Indicate missing data with a dash. Indicate footnotes by lower case superscript letters (not numbers). If more than one table is presented, number them consecutively with Arabic numerals.

Illustrations.—All illustrations (photographs, graphs, maps, line drawings) should be designated as figures and marked consecutively with Arabic numerals. All figures must be cited in the text. Except when starting a sentence, cite as Fig. Do not mix photographs and line drawings in a single plate. Consolidate illustrations as much as possible to conserve space and reduce setup costs.

Plates of figures should be designed to fit a space 3.25 in. (8.2 cm) (one column) or 6.75 in. (17.4 cm) (two columns) wide by 9.25 in. (23.4 cm) high, after reduction. Plates should be planned to accommodate a legend beneath. When possible, graphs should be designed for one-column width. Maximum size of the original plate, including margins, should not exceed 12 × 17 in. (30.4 × 43 cm). Use one or more scale bars to indicate size. If numerical magnifications are given, be sure that any final reduction of the figures is taken into account in the legend.

Graphs and line drawings should be of professional quality. Maps should be self-explanatory and include figure legends, a metric scale line, and latitude and longitude. Photographs should be trimmed carefully to provide straight margins and mounted flush with one another. Do not submit loose photographs. Figures must be labeled neatly. Use letters or numbers and scale bars of appropriate size and be sure that they are securely attached. The original is for use of the press and should be mounted on light-weight cardboard (white surface) with sufficient margins for editorial comments. Each plate of figures must be identified on the back with the author name(s) and figure number(s), and it should be protected by an overlay sheet. Reviewer copies of illustrations should be mounted on

ordinary paper to save weight. It is not necessary to submit the original plates for review, but photocopies of the originals should be of the highest quality.

Legends.—Legends for illustrations should be typed in paragraph form separately (more than one legend on a sheet). Legends should comprise the final page(s) of the manuscript. The preferred format when more than one figure is included in a plate is as follows (note positioning of short (*en*) and long (*em*) dashes:

Fig. 1–12.—1–6. General statement regarding block of figures, or name of organism, etc.—1. Text.—2. Text.—3–4. Text.—5. Text.—6. Text.—7–12. General statement regarding second block of figures, or name of organism, etc.—7. Text.—8. Text.—9–10. Text.—11. Text.—12. Text. (Fig. 1, ×3; Fig. 2–6, bar with Fig. 2 = 100 μm; Fig. 7, ×3; Fig. 8–12, bar with Fig. 8 = 100 μm.)

Information given in the captions should not repeat details or interpretations presented in the text. Explain any letters, symbols, etc., not adequately defined in the running text.

When the manuscript is accepted for publication, the graphs, maps, and line drawings may be submitted on a separate personal computer disc. Instructions will be supplied when the manuscript is returned from review.

Acceptance for Publication

Upon acceptance, the author(s) will be given details for preparation of the manuscript. As the first galley proof of ALISO is page proof, alterations by the author(s) may result in extra charges to the author(s). Original plates (figures) will be required as well as two hard copies of the manuscript and a computer disk. Complete information on preparation of the disk will be sent at time of acceptance. Up to 200 reprints (acquired by the botanic garden) may be ordered, at cost, at the time proof is returned to the Editor. Additional copies must be obtained directly from the printer, and a form for ordering these will be supplied with the proof.

ALISO

CHECKLIST FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS

(Check all items and submit with manuscript)

General Instructions

Consult *Instructions for Contributors* given in the first issue of the current volume of ALISO; peruse the most recent issue of the journal for style. Extensive alterations made in proof that are not the fault of the press or the editor will be charged to the author.

- [] Manuscript is on 8.5 × 11 in. (21.9 × 28.3 cm) paper, typed in 10- or 12-pitch, and double spaced throughout, including tables, captions, and literature cited.
- [] Manuscript has margins of at least 1 in. (2.5 cm) on all sides.
- [] Author(s) last name(s) and page number appear in upper right-hand corner of all pages beginning with page 2, including tables and figure captions.
- [] Right margins are *not* justified; proportional spacing *not* used.
- [] Words to be italicized are in italics or underlined.
- [] No sentence begins with an abbreviation.
- [] Commonly used Latin words or phrases are not underlined (for example: e.g.: et al., i.e., sensu, etc.).
- [] All tables and figures have been cited in the text.
- [] "Figure(s)" has been used to start a sentence; otherwise "Fig." (singular or plural, whether inside or outside parentheses).
- [] Common abbreviations have been used: sec, min, hr, da, wk, yr, g (not gm), mg, kg, µm, mm, cm, dm, m, km, cc (cubic centimeter), in. (note period), ft, mi, gal, ml, liter (spelled out to avoid confusion with a numeral such as 101), DNA, RNA, SEM, TEM, 25 C (temperature in degrees centigrade), g; for statistics: SE, SD, df, *N*, *F*, *P*, *cv*, *r*.
- [] Have used N, S, E, W, NW, SE, SSW, ENE, etc.; 0.01 not .01; Sep 1973 (no comma), 10 Sep 1997 or 10-IX-1997, not 9/10/97 or 10/9/97; 1982–1984 (not 1982–84); % or percent (not per cent); 1950s (not 1950's).
- [] Other abbreviations spelled out with first use in text, then abbreviated.
- [] Numbers from one to ten have been written out unless indicating a measurement (e.g., nine collections; 7 mm; 45 specimens; 8 hr). Use 1000 instead of 1,000.
- [] Manuscript has been assembled as follows: Title Page, Abstract Page, Text, Appendices (if applicable), Tables, Captions, Figures/Plates.

Title Page (Page 1, not numbered)

- [] Title capitalized and centered; author(s) of taxa not included; no abbreviations.
- [] Below title, author(s) name(s) (first name, middle initial, surname) capitalized and centered.
- [] Centered below author(s) name is institutional affiliation and complete address including Zip Code (all in italics or underlined). Names of states and foreign countries spelled out (postal code state abbreviations not used).
- [] USA not included for addresses in the United States of America.
- [] Running head title.

Abstract Page (Page 2)

- [] ABSTRACT (as centered heading): concise, not more than 250 words in a single paragraph; includes purpose, materials and methods, results, and conclusions.
- [] If references necessary, have cited journal name, volume number, pages, and year in parentheses.
- [] Authorities for taxa not cited.

Key Words (follows abstract on page 2)

- [] Flushed left.
- [] Only nouns useful for information retrieval and useful for general indexing, including words from title.

- [] Alphabetical order.

Text (Page 3 to Literature Cited)

- [] Main headings, i.e., INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, or variations as needed, are capitalized and centered.
- [] Format and placement of subheadings of one or more levels are as given in *Instructions for Contributors*.
- [] Epithets of genera and lower taxa are not in italics or underlined in headings.
- [] Conclusions are not included in INTRODUCTION.
- [] Authorities for all generic and lower taxa except *forma specialis* are cited only with first use in the text, or they have been cited in a table.
- [] Voucher specimens have been cited (see *Instructions for Contributors* for format).
- [] Literature citations, when parenthetical, have no comma separating author(s) and date.
- [] In multiple citations, references are arranged chronologically and separated by semicolons.
- [] If more than two authors, first author cited + et al.
- [] All figures and tables have been cited in the text; the latter in the order in which they are numbered.
- [] References cited in the text have been included in Literature Cited.

Literature Cited

- [] Citation of literature follows style given in *Instructions for Contributors*.
- [] References have been checked against the original source, especially with regard to accents, diacritical marks, and spelling (German nouns have been capitalized).
- [] In journal articles with two or more authors, surname of first author is followed by a comma, then his/her initials and a comma; successive authors are listed by initials followed by surname. Each name is separated with a comma.
- [] Except for proper or scientific names, only the first word in the titles of journal articles or book titles has been capitalized.
- [] Journal names are in italics or underlined.
- [] Abbreviations of journal names have been checked in *B-P-H* and *B-P-H/S*. If in doubt, give complete title and the Editor will help with this requirement.
- [] Names of states or foreign countries have been written out in full for publishers of books. Postal code abbreviations for states have not been used.
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- [] References have been listed alphabetically and chronologically by author. Listings for single author titles precede multiauthor titles with same first author regardless of date.
- [] References with multiple authors are arranged alphabetically by author, not by date.
- [] A long dash has been used to indicate the repeat of first, second, etc., author(s) name(s) in successive citations.
- [] References have been cited in the text; any extra references listed in error have been eliminated.

Tables

- [] Each table has been prepared on a separate sheet of paper double spaced.
- [] Tables are numbered with Arabic numerals.
- [] Footnotes are indicated by lower case superscript letters (not numbers).

- [] Numbers below 1 have a zero before the decimal point e.g., 0.01).
- [] Zero values are indicated with a "0."
- [] Missing data are indicated with a dash.
- [] Table titles are paragraph indented, and, except for proper nouns, only the first word of each sentence of the text proper is capitalized.

Illustrations

- [] Plates, including margins of at least 1 in. (2.5 cm), do not exceed 12 × 17 in. (30.4 × 43 cm).
- [] Field containing figures, as is or if reduced, do not exceed a height of 9.25 in. (23.4 cm).
- [] Figures grouped to fit, as is or if reduced, a single column no more than 3.25 in. (8.2 cm) wide or a full page no more than 6.75 in. (17.4 cm) wide.
- [] Photographs and drawings have not been included in the same plate.
- [] For economy of space, several photographs or drawings have been grouped into one or more plates.
- [] A plate of drawings or photographs is either one figure with consecutive letters for each drawing or photograph or several figures each numbered consecutively.
- [] All figures numbered in order with Arabic numerals (not letters), i.e., 1, 2, 3, etc., not 1a, 1b, 1c, etc.
- [] Size of symbols or letters chosen has taken into account any reduction or enlargement of the figures to be made at the press.
- [] Scale bar(s) to indicate magnification of figure(s) has/have been affixed, or any reduction or enlargement of the figure(s) has been considered when calculating magnification given in caption.
- [] Only computer-generated or printed, press-on graphics have been used for symbols, numbers, and letters. Typed or hand-written graphics have not been used.

- [] Photographs have been trimmed with parallel margins top and bottom, arranged flush with one another in a single rectangle or square, and securely attached to white posterboard (for engraver) or paper (for reviewer).
- [] Black and white illustrations are being submitted either as copies of the originals or as high-quality photocopies or Photo-mechanical Transfers (PMTs).
- [] A protective overlay sheet has been affixed to each plate.
- [] Name(s) of author(s), keyword(s) identifying paper, and figure numbers have been written on the back of each plate.
- [] High-quality copies for review are required.

Figure Captions

- [] Captions begin on a separate sheet of paper and conform to the format given in *Instructions for Contributors* (more than one caption may be included on a page).
- [] Captions are paragraph indented.

What and Where to Submit

- [] For review: three copies of text. [After review specific instructions regarding submission of paper and computer discs will be sent.]
- [] For review: three high-quality copies of plates.
- [] This checklist with completed items marked.
- [] Submit to:

Richard K. Benjamin
 Editor-in-Chief, ALISO
 Rancho Santa Ana Botanic Garden
 1500 North College Avenue
 Claremont, CA 91711-3157
 Phone: (909) 625-8767 Ext. 253
 FAX: (909) 626-7670
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Publications for Sale

TECHNICAL REPORTS

The Rancho Santa Ana Botanic Garden, often in cooperation with USDA Forest Service, publishes a series of low-cost technical reports on various botanical subjects. These reports have paper covers and spiral binding. Shipping: \$4.00 USF for first volume; \$2.00 for each additional volume.

- No. 1. "Species management guide for *Castilleja gleasonii* A. D. E. Elmer." O. Mistretta and W. J. Brown, Jr., 26 p., Oct. 1987. \$5.00.
- No. 2. "Species management guide for *Claytonia lanceolata* Pursh var. *peirsonii* Munz & Johnson." O. Mistretta and W. J. Brown, Jr., 23 p., Nov. 1987. \$5.00.
- No. 3. "Species management guide for *Mahonia nevinii* (Gray) Fedde." O. Mistretta and W. J. Brown, Jr., 17 p., Feb. 1989. \$5.00.
- No. 4. "Manual para la identificación de las Compositae de la Península de Yucatan y Tabasco." J. L. Villaseñor, 122 p., Jan. 1989. \$5.00.
- No. 5. "Species management guide for *Dudleya densiflora* (Rose) Moran." O. Mistretta and W. J. Brown, Jr., 21 p., Dec. 1989. \$5.00.
- No. 6. "Drought tolerant planting bibliography." B. Beck, 67 p., Jun. 1990 (with 1997 update). \$5.00.
- No. 7. "Species management guide for *Opuntia basilaris* Engelm. & Bigel. var. *brachyclada* (Griffiths) Munz." O. Mistretta and M. Parra-Sziji, 53 p., Jun. 1991. \$5.00.
- No. 8. "Species management guide for *Lilium parryi* Wats." O. Mistretta and M. Parra-Sziji, 53 p., Jun. 1991. \$5.00.

MISCELLANEOUS PUBLICATIONS

The Garden also produces publications of botanical and horticultural interest. These publications have soft covers and sewn bindings. Shipping: \$4.00 USF for first volume; \$2.00 for each additional volume.

- Lenz, Lee W. 1992. *An Annotated Catalogue of the Plants of The Cape Region, Baja California Sur, Mexico*. The Cape Press, pp. xii + 114. \$16.50
- Lenz, Lee W. 1986. *Marcus E. Jones: Western Geologist, Mining Engineer & Botanist*. pp. xv + 486. \$28.00
- O'Brien, B. C., L. C. Fuentes, and L. F. Newcombe (eds.). 1997. *Out of the Wild and Into the Garden I—A symposium of California's horticulturally significant plants*. 1992. Rancho Santa Ana Botanic Garden Occasional Publications No. 1. \$26.95.
- O'Brien, B. C., L. C. Fuentes, and L. F. Newcombe (eds.). 1997. *Out of the Wild and Into the Garden II—A symposium of California's horticulturally significant plants*. 1995. Rancho Santa Ana Botanic Garden Occasional Publications No. 2. \$29.95.

HORTICULTURAL NOTES

The Garden has available notes on aspects of specific horticultural topics and taxa. These are one- to two-page articles, with no cover. Shipping: \$0.50 USF for first item; \$0.25 for each additional item.

- | | |
|---|--------|
| No. 1. Bush Anemone, Tree Anemone, <i>Carpenteria californica</i> . 1992. | \$0.50 |
| No. 3. <i>Eriogonum fasciculatum</i> , California Buckwheat. 1992. | \$0.50 |
| No. 5. Propagating native plants. 1993. | \$1.00 |

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